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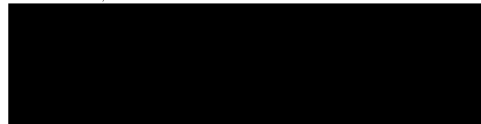
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**SECRET**

time and attendance clerk in the OSA Personnel Branch will certify as to the correctness of the report in box "A".

3. You are once again reminded that Time and Attendance cards should be completed and returned by the respective components to the OSA Personnel Branch NOT LATER THAN 1500 HOURS on the last Friday of each pay period.

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Chief, Support Division  
OSA

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*Handwritten:*  
JF BPP  
P.T.  
168

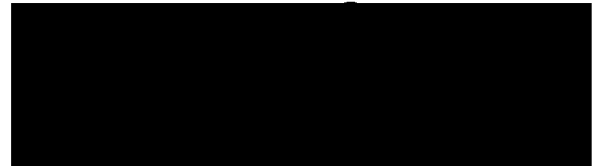
OFFICE OF SPECIAL ACTIVITIES  
HQ NOTICE NO. 300-54

ADMINISTRATION  
20 MAY 1964

SATURDAY MORNING DUTY OFFICER

Due to the relocation of the Assistant Director's Office, the Saturday Morning Duty Officer and Secretary will occupy the Secretaries' Desks in the Assistant Director's Office, Room 6B13. The telephone extensions for the Duty Officer will be 6423 and Red Line 1224.

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Chief, Support Division  
OSA

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*AB*  
*RHO*  
*BGR*

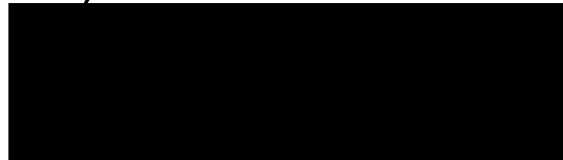
OFFICE OF SPECIAL ACTIVITIES  
HQ NOTICE NO. 300-57

ADMINISTRATION  
25 JUNE 1964

COURIER SERVICE

Effective 25 June courier service between the OSA Cable Secretariat/Registry and major components of OSA will be established on a scheduled basis. Cable traffic, dispatches and other correspondence will be delivered and picked-up at 0815, 1030, 1200, 1400 and 1600 hours on regular work days.

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OFFICE OF SPECIAL ACTIVITIES  
OSA Hqs. Notice No. 300-61

ADMINISTRATION  
12 October 1964

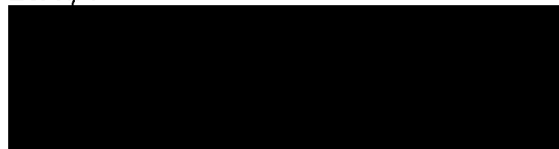
OFFICE OF FINANCE REORGANIZATION

1. The office of Finance has recently moved from the Headquarters Building and simultaneously underwent a reorganization consolidating what was once known as Fiscal Division and the Confidential Funds Division.

2. It has been called to our attention that correspondence and other communications are being directed to the former components and locations which is causing some delay and confusion in processing of financial transactions.

3. There is attached a listing of the present components of the Office of Finance reflecting the current mailing addresses, telephone extensions and major functions of each component.

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OSA

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S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 300-65

ADMINISTRATION  
27 JANUARY 1965

INSPECTOR GENERAL'S REVIEW OF CERTAIN OSA ACTIVITIES

1. At the request of the DDCI, the Office of the Inspector General, CIA, will conduct a review of certain OSA activities commencing 28 January and continuing for a period of about ten days.

25X1A 2. The review will primarily center around details concerning the loss of Mission C-025-C and pre-mission operational planning procedures and will be conducted by [REDACTED] and [REDACTED], both of whom are members of the Inspector General's Staff and are cleared for all OSA activities.

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3. It is requested that all Division and Staff Chiefs, or their Deputies, be available at all times during normal working hours to render whatever assistance is required during this review.

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25X1A 4. We have designated [REDACTED] as the focal point for support to [REDACTED]. He will serve as the Liaison Officer between OSA personnel and the Inspector General's representatives.

5. Supervisors are asked to limit the knowledge of the Inspector General's review to those essential to its conduct and to impress those who know with a need for not discussing it unnecessarily.

25X1A

[REDACTED]  
JAMES A. CUNNINGHAM, JR.  
Deputy Assistant Director  
(Special Activities)

S E C R E T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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OFFICE OF SPECIAL ACTIVITIES  
HQS. NOTICE NO. 300-69

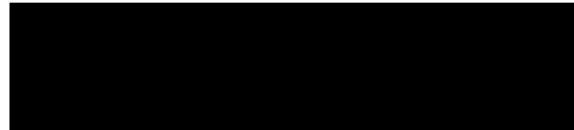
ADMINISTRATION  
19 AUGUST 1965

*Handwritten initials: JS, etc, 9B*

**CONTROL OF OSA BRIEFING MATERIALS**

In a recent instance, apparently through a misunderstanding, certain OSA owned briefing boards were released to an element outside OSA. I wish to remind all OSA personnel that no such briefing materials are to be released in the future without prior reference to my immediate office. In this same context, briefings for elements external to OSA will not be scheduled without my prior approval.

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JACK C. LEDFORD  
Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA NOTICE NO. 1-5-17

ADMINISTRATION  
16 JUNE 1966

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

Effective 17 June 1966, [REDACTED] is 25X1A  
designated Comptroller for the Office of Special Activities.

[REDACTED] 25X1A  
JACK C. LEDFORD  
Brigadier General, USAF  
Director of Special Activities

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